

## JOB AND TASK DESCRIPTION

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**Job Title:** Sport and the SDGs Project Officer

**Directorate:** Economic, Youth and Sustainable Development

**Grade:** J

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**Reports To:** Head of Sport for Development and Peace

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### General Information

The Commonwealth is a voluntary association of 53 independent sovereign states, which cooperate in the common interests of their citizens, to further international understanding, development and democracy. The Commonwealth's membership has great diversity of economic strength, geography and ethnicity, combined with a common heritage of values, language, institutions and democratic traditions. The Commonwealth Secretariat is the principal intergovernmental body of the Commonwealth, responsible for progressing and achieving the shared goals of the association's member governments in advancing democracy, development and respect for diversity.

### Sport for Development and Peace (SDP)

The Commonwealth Secretariat has been mandated to assist member countries to enhance the positive contribution that sport can make to sustainable development, health and building peaceful and just societies (*Commonwealth Secretariat Strategic Plan 2017/18 - 2020/21*). The Commonwealth's work in this area focuses on strengthening national and international policy, including their alignment to the 2030 Agenda for Sustainable Development and Sustainable Development Goals (SDGs), building the capacity of policy stakeholders and officials and improving monitoring and evaluation of the contribution of sport to these non-sport objectives. To do this the Commonwealth Secretariat: delivers targeted technical assistance projects to support policy and strategy development; produces guidelines, toolkits and other technical resources for member countries; and organises related capacity, training, events and high-level meetings.

The Commonwealth Secretariat's SDP work directly contributes to the organisation's objective to ensure people of the Commonwealth fulfil their potential with dignity and equality in a healthy environment. The work has a strong focus on engaging and empowering young people to meaningfully participate in political and development processes. Young people constitute more than 60% of the population of the Commonwealth, and the wellbeing and development of this 1.2 billion youth cohort are essential to the success of the Commonwealth and its 53 member states.

### Model Indicators on Sport and the SDGs

The Commonwealth Secretariat is coordinating an international initiative to develop and test a framework and set of model indicators to support better measurement and evaluation of

the contribution of national sport policies and related investments to the Sustainable Development Goals (SDGs). This initiative will inform and deliver on the request of the 9th Commonwealth Sport Ministers Meeting and Action 2 of the Sixth International Conference of Ministers Responsible for Physical Education and Sport (MINEPS VI) focused on ‘developing common indicators for measuring the contribution of physical education, physical activity and sport to prioritized SDGs and targets’.<sup>i</sup>

### **Job Summary**

An exciting opportunity to contribute to the Commonwealth Secretariat’s work on enhancing the contribution of sport to the Sustainable Development Goals (SDGs). The post holder will coordinate and further develop a collaborative international project to develop a framework and model indicators to measure the contribution of sport to prioritised SDGs. Based at the Commonwealth Secretariat Headquarters in London, the role will be responsible for the production and delivery of key technical products, coordinating a network of organisations contributing to the iterative development of the framework and model indicators and managing the Commonwealth Secretariat’s technical support on sport and SDG measurement.

This is a unique opportunity for a skilled project officer with experience in results based management, data collection and statistics who has a passion for the role sport can play in advancing sustainable development and peace.

### **Task description**

The post-holder will:

1. Coordinate the Sport and SDG Model Indicators project overseeing all project activities and working to ensure short term outputs and expected outcomes of the project are achieved.
2. Manage the production of technical reports, toolkits and other products to support the testing and iterative development of a measurement framework and model indicators.
3. Coordinate the delivery of technical assistance and training and development to Commonwealth member countries on measuring the contribution of sport to the SDGs, including managing technical consultants.
4. Provide the secretariat for the Project Steering Group and Open Ended Working Group, maintaining regular communication with current members, delivering meetings and events as appropriate and building the number organisations involved in supporting project delivery.
5. Manage the project budget and expenditure consistent with the Commonwealth Secretariat’s business and financial controls.
6. Monitor, evaluate and report on Sport and the SDGs Model Indicators project within the parameters of the Commonwealth Secretariat’s Results Based Management System.
7. Contribute to the delivery of Commonwealth SDP projects, events and high-level meetings.
8. Support the Head of SDP in building and maintaining relationships with identified government ministries, intergovernmental partners, sporting organisations and programme partners.
9. Where required, represent the Commonwealth Secretariat in external partner briefings, clinics, conferences, networking and other training and development workshops.

## Person specification

### Education:

- Post graduate degree or equivalent in a relevant discipline, such as public administration, economics, sociology, accounting or international development. Project management qualifications are desirable.

### Experience:

- At least 5+ years of demonstrated experience managing statistics, data or evaluation-focused projects. International experience is desirable.
- At least 5+ years' experience working in/with Government, intergovernmental or international NGO and sporting organisations. Experience working with national or international statistical systems and offices is desirable.
- Experience working with multiple partners, including governmental agencies or inter-governmental bodies.
- Experience in stakeholder engagement, partnership development and coordinating networks of organisations is desirable.
- Professional or volunteer experience in sport for development and peace and/or sport-related projects is desirable but not essential.

### Skills

- Good project management skills, with a sound understanding of project design, monitoring and evaluation, including project budgeting and forecasting.
- Knowledge and understanding of compiling, managing and disseminating statistics and results based management related to economic and social development, preferably with experience in developing country contexts.
- Ability to work autonomously and collaboratively, and in a multi-cultural work environment
- Ability to organise, plan and prioritise workload and work under pressure to deadlines
- Ability to interpret and follow complex information and instructions
- Strong:
  - operational planning capabilities
  - Analytical skills and understanding of statistical terms and concepts
  - Verbal and written communication skills
  - Interpersonal skills
  - Administrative and organisational abilities
- Excellent IT skills



## **Competencies**

<b>Working with Others</b>
<p>Regularly shares information of value with colleagues;</p> <p>Shows commitment to delivering on key agreements made to colleagues;</p> <p>Makes an effort to view a situation from the other party's perspective as well;</p> <p>Demonstrates awareness and sensitivity to colleagues' pressures;</p> <p>Develops a wide network, including senior level contacts to facilitate activities and further own knowledge;</p> <p>Develops long term relationships across cultures and/or geographical boundaries;</p> <p>Uses relationships to identify the best people to help in the completion of tasks; and</p> <p>Tactfully deals with difficult people to gain buy-in and manage their expectations.</p>
<b>Communication</b>
<p>Interacts and communicates effectively with internal/external contacts;</p> <p>Ensures information is communicated to all the appropriate people;</p> <p>Provides feedback to more senior colleagues effectively, providing justification where necessary;</p> <p>Uses the correct method of communication, depending on the message and the audience;</p> <p>Anticipates objections in dialogues and prepares convincing responses; and</p> <p>Writes reports and papers that are succinct accounts of key information.</p>
<b>Developing &amp; Applying Professional Expertise</b>
<p>Proactively identifies how to develop specialist knowledge;</p> <p>Takes learning from previous experience and applies it appropriately; and</p> <p>Demonstrates willingness to learn new skills and/or approaches.</p>
<b>Respect for Diversity</b>
<p>Works effectively with people from all backgrounds;</p> <p>Treats all people with dignity and respect. Treats men and women equally;</p> <p>Shows respect and understanding of diverse points of view, and demonstrates understanding in daily work and decision making;</p> <p>Examine own biases and behaviours to avoid stereotypical responses, and does not discriminate against any individual or group; and</p> <p>Identifies biases in systems &amp; processes.</p>
<b>Adhering to Principles and Values</b>
<p>Adapts professional style to suit different situations with different individuals where appropriate;</p> <p>Takes ownership of assigned tasks and honours deadlines; and</p> <p>Ensures timely delivery of outputs within defined cost and quality standard parameters.</p>



### Adapting and Innovating

Recognises opportunities for improvement and proposes change with impact and effect;  
Drives forward improvements and innovations within own area of responsibility, adding value where appropriate;  
Quickly grasps new concepts and how to apply them;  
Demonstrates flexibility e.g. by working beyond own remit in order to achieve an objective;  
Will effectively reorganise activities when faced with changing contexts and demands;  
Promotes new ideas that are picked up by senior colleagues; and  
Adapts personal style to meet the needs of others.

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<sup>i</sup> United Nations Educational, Scientific, and Cultural Organization [UNESCO] (2017), *Kazan Action Plan: Outcome document of the Sixth International Conference of Ministers and Senior Officials Responsible for Physical Education and Sport (MINEPS VI)*, 19, available at: <http://unesdoc.unesco.org/images/0025/002527/252725e.pdf>